



DEPARTMENT OF THE AIR FORCE  
435TH AIR BASE WING (USAFE)

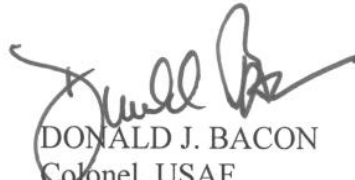
15 DEC 08

MEMORANDUM FOR ALL Supervisors of US and Non US Civilian Employees

FROM: 435 ABW/CC

SUBJECT: Civilian Overtime (OT) Accountability Policy

1. The purpose of this policy is to provide specific guidance on proper administration and management of OT for US and Non US civilian employees. AFI36-802 and USAFE Instruction 36-723 outline commander and supervisor responsibilities for administering OT for civilians. Both publications prescribe use of AF Form 428, Request for Overtime, Holiday Premium Pay, and Compensatory Time, for approving and funding OT work, regardless if it is paid OT or compensatory time off.
2. All OT must be directed, approved, and documented by management. AF Form 428 will be prepared by the supervisor and submitted to the squadron level commander for approval prior to directing OT. In emergencies, supervisors may direct OT without authorization but must document it by submitting the AF Form 428 no later than the following workday. Each form will be coordinated through 435 CPTS for fund certification and 435 MSS/DPCR. For Non-US employees, 435 MSS/DPCN must be notified as early as possible, but no later than 15 calendar days prior to the anticipated date of OT in order to obtain Works Council coordination. If 15 calendar days notice cannot be given, the requestor will contact 435 MSS/DPCN at 480-7153 or 480-5365 ASAP for specific guidance.
3. Commanders are responsible to ensure OT work is kept to the minimum and occurs only pursuant to critical mission needs. Recognizing the high ops tempo at Ramstein Air Base, we must carefully manage OT use to ensure maximum benefit from our expenditures. OT use and funds management will be routinely monitored by the Civilian Resources Corporate Board (CRCB). Commanders will perform self-inspections on OT use and documentation.
4. This policy will stay in effect pending publication of a Ramstein Air Base Supplement to AFI 36-802 and USAFE Instruction 36-723. Questions concerning OT affecting Non-US employees may be directed to Mr. Manfred Frey, 480-7153 or for US employees to Ms. Kym Tran or Ms. Renee Cooper at 480-2019.

  
DONALD J. BACON  
Colonel, USAF  
Commander